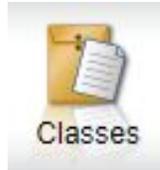
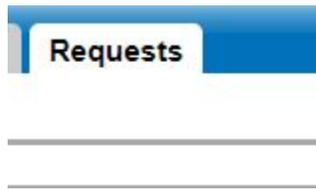


Instructions for selecting courses in HAC

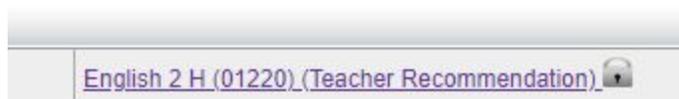
1. Log into your (STUDENT ONLY) HAC account.
2. Click on the **CLASSES** icon at the top of the page that looks like this:



3. Click on the **REQUESTS** tab that looks like this



4. You will now see all of the core courses that teachers have recommended for you.
 - a. If you see a lock next to a course, you CANNOT make a change to this course. Only the counselor will be able to make that change.



- b. If a course is listed and does not have a lock, you can make a change. To make a change, click on the **EDIT** button to the far right of the content area



	0.5000	
	0.5000	
Total :	1.0000	0.0000

- c. This will open a pop up box that will list this course and all of the other courses in the content area to choose from. If you do not want to take a course, UNCHECK the box. If you want to take a different course in the content area, click on the box to select it.



Request	Description
<input checked="" type="checkbox"/>	Civics S2
<input checked="" type="checkbox"/>	Global Issues S1
<input type="checkbox"/>	African American History S1
<input type="checkbox"/>	African American History S2
<input type="checkbox"/>	AP Macroeconomics S1

- d. Be sure to click **SAVE** at the top right of the pop up box if you make any changes. This is the only way to save changes to a content area.



5. After you look at the courses you have been recommended for, you can then select the electives you want to take by following the same process above. Click on the **EDIT** button in any content area and a pop up box will provide a list of all of the courses in the content area available to select. Make sure to click **SAVE** for any courses you select or change before closing the pop up box.

6. Additional tips:

- a. Students should first select 7 courses for each semester. All semester courses will have an S1 or a S2 next to them, so this indicates the semester you would like to take the course. This is not always possible and we may need to switch semesters at times to make a

course work in your schedule. Courses without a S1 or S2 designation are year-long courses.

- b. If you are only choosing 6 courses for one or both semesters and want to take a study hall, please use the **EDIT** button in the No Department content area to indicate this. F/S Study halls are for current Freshmen and Study Hall is for current Sophomores and Juniors. Make sure to click **SAVE** before closing the pop up window.
- c. If you do not see a course listed in a pop up box, it is because you do not have the option to select it without a teacher recommendation. The counselor can help you with this if you think this is an error.

7. Selecting Alternate courses

- a. You should choose alternates for the following courses to allow us to move you into another course if a course does not work in your schedule. **All students should choose at least 2 alternates for PE and ALL electives!**
- b. Click on the **EDIT** button in the content area of the alternate course you want to take.
- c. In the pop up window, click the box next to the course you want to select as an alternate. To the right, in the drop down box that indicates Make Course an Alternate, select the option **Alternate to this Course**. Then another box will appear with all of the courses you have already selected. Choose the course you want to use the Alternate in place of if for some reason your original selection does not work in the schedule. Please see the examples below.

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Intro to Business	06100	1.0000	--- Make Course an Alternate ---
<input checked="" type="checkbox"/>	Consumer Economics S1	06301	0.5000	Alternate to this Course: Intro to Business (06100)

Request	Description	Course	Credit	Alternate
<input checked="" type="checkbox"/>	Comp. Physical Conditioning S1	07306	0.5000	--- Make Course an Alternate ---
<input checked="" type="checkbox"/>	Comp. Weight Training S2	07324	0.5000	--- Make Course an Alternate ---
<input checked="" type="checkbox"/>	Aquatics S1	07305	0.5000	Alternate to this Course: Comp. Physical Conditioning S1 (07306)

8. Grade specific guidance:

- a. **Current Freshmen selecting for Sophomore year** should select the following courses:
 - i. You must take English, Math, Science, PE/Health (1 semester of each)
 - ii. If you are not taking an honors option for Social Studies, you should take a semester of Civics (1 semester) and possibly another semester Social Studies elective.
- b. **Current Sophomores selecting for Junior year** should select the following courses:
 - i. English, Math, PE (both semesters)
 - ii. All students will likely see a version of US History listed and need to complete this for graduation.
- c. **Current Juniors selecting for Seniors year** should select the following course:
 - i. You must take English (both semesters), PE (both semesters)
 - ii. Look at your transcript and be aware of graduation requirements. Have you met the following: Civics, Consumer Education, Elective Arts, total credits needed?

All students MUST complete this by January 14th and then meet with their counselor at their assigned time to make any changes and finalize requests.